 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		42
Chapter:	Case Records and Case Notes	
Subject:	Random Moment Time Study	Page 1 of 3
Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 1/24/11 FINAL
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Purpose

The salaries and expenses paid to social workers and other staff comprise a significant portion of the division's budget. A variety of federal funding sources are used to pay these costs. A Random Moment Time Study is an accepted method to accurately allocate costs across these funding sources. More complete instructions for Random Moment Time Studies are available.

Policy

Random Moment Time Study


Social work staff (social workers, social worker trainees and senior social workers) who have less than 15 months of employment with the Family Services Division are not required to complete random moment time studies. Beginning the quarter following the 15th month of employment, all district social work staff must participate in the random moment time study.

For each quarter, about 3800 moments are randomly sampled from moments that occur Monday through Friday, from 7:00 a.m. to 6:59 p.m. If a worker has a moment (or more than one moment) selected for a particular day, that moment will appear on the social worker's task list in FSDNet at the beginning of that work day. The worker will complete the coding of that moment as soon as possible, selecting the appropriate service activity.

What is included in each category of service?

Direct service to the client is included as well as:

- collateral contacts;
- telephone calls and written correspondence;
- travel time associated with a particular activity;
- purposeful contact with another staff member regarding the child or family (except for time spent in supervision, which is reported as general administration);
- reading or preparing reports about a child or family.

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		42
Chapter:	Case Records and Case Notes	
Subject:	Random Moment Time Study	Page 2 of 3

Appendix A – Description of Social Worker Activities

All definitions include travel time associated with the activity.

Case Type	Case Code	Service Phase
Child Safety Intervention	CA, CI, CJ	All activities before completion of Safety Assessment
		After safety assessment, if all children assessed as safe.
		Activities directed to assist families/individuals to access medical, behavioral, social and educational services. Includes gathering information to inform comprehensive assessment, developing a safety plan, referrals, monitoring implementation of plan.
		Other services that do not meet the definition above.
		After safety assessment if a child is assessed as unsafe/conditionally safe
		Activities directed to assist families/individuals to access medical, behavioral, social and educational services. Includes gathering information to inform comprehensive assessment, developing a safety plan, referrals, monitoring implementation of plan.
		Services to prevent placement of a child out of home.
		If petition is necessary, any pre-custody activities, including identifying a placement and preparing the child.
		Other services that do not meet the definition above.
CHINS (C) or (D) Assessment	UY	Activities directed to assist families/individuals to access medical, behavioral, social and educational services. Includes gathering information to inform comprehensive assessment, developing a safety plan, referrals, monitoring implementation of plan.
		Services to prevent placement of a child out of home.
		If petition is necessary, any pre-custody activities, including identifying a placement and preparing the child.
		Other services that do not meet the definition above.
Intact Family (includes child in custody living at home)	CF, DP, DYCS, US, DSCC, DC, UC (not in placement)	Activities directed to assist families/individuals to access medical, behavioral, social and educational services. Includes gathering information to inform comprehensive assessment, developing a safety plan, referrals, monitoring implementation of plan.
		Act 264, CSP, LIT, CPT, FSP, FGC or other meetings when directed at preventing out of home placement, or planning for appropriate out of home placement.
		Services to prevent placement of a child out of home.
		If petition is necessary, any pre-custody activities, including identifying a placement and preparing the child.
		Court hearings and preparation for court (pre or non-custody)
		Court hearings and preparation for court (custody)
		ICPC Homestudy, referrals. ICJ activities.
		Other services that do not meet the definition above.

Chapter:	Case Records and Case Notes	
Subject:	Random Moment Time Study	Page 3 of 3

Case Type	Case Code	Service Phase
Out of Home Placement	CC, UC, DC, VC	Activities directed to assist families/individuals to access medical, behavioral, social and educational services. Includes gathering information to inform comprehensive assessment, developing a case plan, referrals, monitoring implementation of plan.
		Act 264, CSP, LIT, CPT, FSP, FGC or other planning meeting.
		Developing case plans, case plan review.
		Case management and monitoring that does not fit under M.
		Team meetings that do not fit under M.
		All court-related activities, including preparation and report-writing.
		ICPC /ICJ activities
Case not open	n/a	Act 264, CSP, LIT, CPT, FSP, FGC or other meetings when directed at preventing out of home placement, or planning for appropriate out of home placement
Training	n/a	Participating in, preparing for, or delivering training designed to enhance skills to serve children in DCF custody or at high risk of coming into custody. Includes training for foster parents.
		Specific training on child abuse investigations/assessments.
General Administration	n/a	Time receiving or providing supervision, staff meetings, completing time reports/expense accounts, short breaks. (Note: staff meetings that are internal FSPs or case consults should be coded as a service activity above.)
Leave Time	n/a	Any time spent on approved leave (annual, sick, educational, military, jury, etc).
Not Working	n/a	Time spent on lunch break or before or after normal work hours, if not working.